CITY OF KENT POSITION DESCRIPTION

Position Inventory Number: CD159					
Classification Specification: COMBINATION BUILDING INSPECTOR					
Salary Range: <u>AF 34</u>					
Position Description: Combination Building Inspector					
Incumbent:					
Location: Community Development - Building Services					

GENERAL PURPOSE:

Under the direction of the Assistant Building Official, perform a variety of work and site inspections related to the regulation of construction work and/or conditions involving the development, use, and maintenance of land and structures to secure compliance with pertinent State and/or City building, mechanical, plumbing, energy and related construction codes and approved plans.

Work is performed under general supervision. Supervisor defines objectives, priorities, and deadlines; and assists incumbent with unusual situations, which do not have clear objectives or precedents. Incumbent plans and carries out assignments and handles problems and deviations in accordance with instructions, policies, procedures and/or accepted practices. Work is evaluated for technical soundness and conformity to practice and policy.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Inspect buildings, structures, and related field conditions at various stages of construction, alteration, or repair to verify and document compliance or non-compliance with pertinent codes and approved plans.

Enforce construction codes and related codes by preparing and issuing of documents requiring compliance, maintaining records of actions, and informing involved parties of code requirements.

Communicate with other City units and staff, appropriate County and/or State government agencies, contractors, property owners and the public, regarding interpretation and explanation of code requirements.

Verify documentation of approved special inspectors and review special inspection reports for confirmation of compliance with codes and approved plans.

In emergency conditions, conduct building damage assessment inspections, determine, record and report damage and usability status findings in accordance with ATC (Applied Technology Council) 20-2 standards. Post buildings inspected with placards identifying usability status.

Provide permit recipients, contractors, and the public with code information to assist them in achieving code-complying construction and in understanding construction code provisions and purposes.

Investigate reports of construction code violations, determine and document validity, and follow up with appropriate steps to obtain compliance. Coordinate actions and documentation with code enforcement officer or other staff as needed.

Create and maintain accurate and complete records of inspections and related activities.

Participate in and assist with ongoing Division plans and activities to improve customer service, productivity and efficiency in the delivery of service.

Become familiar with, follow, and actively support the vision, mission, values and behavior statements of the department and the City.

PERIPHERAL DUTIES:

Perform other related duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

KNOWLEDGE OF:

- The International Building Code, International Mechanical Code, International Residential Code, Uniform Plumbing Code, Washington State Energy Code, Washington State Ventilation and Indoor Air Quality Code, Washington State amendments to the International and Uniform Codes and related standards, codes and other applicable regulations governing the development, construction, use and maintenance of land and structures
- Modern principles and practices in the development and execution of permit process, inspection and code enforcement methods, techniques, processes, procedures, and related documents
- Development and construction processes, procedures, designs, materials, methods and related documents
- Architectural, engineering and cartographic expressions of development designs
- Interpersonal skills using tact, patience and courtesy
- Oral and written communication skills
- City organization, operations, policies, and objectives
- Modern office practices, procedures, automation, and equipment

SKILLED IN:

 Accurate, efficient, and thorough inspections of construction work to verify compliance with codes and approved plans

- Reading and understanding construction plans, codes and related documents
- Interpersonal skills requiring tact, patience and courtesy
- Use of oral and written communication skills
- Oral and written communication including correct English usage, grammar, spelling, punctuation and vocabulary
- Organizing, scheduling and completing work deadlines
- Effectively communicating technical and complex information relating to construction design and regulatory codes
- Analyzing situations accurately and adopting an effective course of action
- Use of listed tools and equipment

ABILITY TO:

- Effectively communicate orally and in writing
- Establish and maintain effective working relationships with City officials, City employees and the public
- Work independently with minimal direction
- Prepare clear and concise written materials
- Safely and effectively operate vehicles, tools and equipment; appropriate use of supplies and materials used in building inspection
- Meet schedules and timelines

EDUCATION AND EXPERIENCE REQUIRED:

Education: Graduation from high school; and

Experience: Two (2) years experience as a municipal combination building inspector or

three (3) years experience in various types and aspects of building

construction.

Or: In place of the above requirement, the incumbent may possess any

combination of relevant education and experience which would

demonstrate the individual's knowledge, skills and ability to perform the

essential duties and responsibilities listed above.

LICENSES AND OTHER REQUIREMENTS:

- Washington State Driver's License
- Have and maintain a good driving record
- International Code Council (ICC) Certificate as Building, Plumbing and Mechanical Inspector or ability to obtain within 24 months of employment

** NOTE: ICC full Combination Inspector certification includes Building, Plumbing and Mechanical; International Association of Plumbing and Mechanical Officials (IAPMO) Plumbing Inspector certification may substitute for ICC Plumbing Inspector certification.

MACHINES, TOOLS AND EQUIPMENT USED:

Standard and specialized hand and power machines, tools, and equipment used in inspections including but not limited to cellular phone; City radio; flashlight, tape measure, spirit level, thermometer, and similar inspection tools; telephones; typewriter;

microfiche; calculator; architects & engineers scales; staplers; code and reference books and software, and related documents and tools.

Typical business office machinery and equipment including but not limited to computers (permit tracking system, Microsoft Outlook, & other software); printer; and copy machine.

Motorized vehicles including but not limited to City passenger car.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use arms, hands, fingers to reach, handle, feel or operate objects, materials, tools, equipment or controls; drive a City vehicle; stand, walk, crawl, kneel, crouch, and/or climb at construction sites and damaged buildings involving uneven terrain, construction material debris, sloping surfaces, adverse climate/weather conditions, noise, and use of ladders and scaffolds; and lifting and carrying light weight inspection tools. The incumbent is occasionally involves in working around heavy equipment; exposure to various chemicals, fumes, odors and gases; and exposure to contact with unrestrained animals and dissatisfied or abusive individuals. The incumbent is also frequently required to use computers, office desk and chair, telephone, microfiche files and reader, code books, construction design plans, and related reference materials. Specific vision abilities required by this job include close, distance, color, and peripheral vision; depth perception; and the ability to adjust focus. Speech and hearing demands require the abilities to hear and comprehend spoken communications over telephones, at noisy indoor and outdoor construction sites, and in a conventional office setting and to verbally communicate clearly understandable information to others in these settings.

WORKING CONDITIONS:

Work is performed primarily at construction sites or damaged buildings, which can involve driving to these sites and walking on uneven and unstable surfaces, negotiating tripping hazards, and inclement weather conditions; climbing ladders and working at heights on sloping surfaces; walking, kneeling, standing or crouching; working on or around heavy equipment, ladders and scaffolding; and exposure to various noises, dusts, chemicals, fumes, odors and gases.

Some of the work is performed in a typical office environment involving hearing and speaking to exchange information; typing on computer keyboard; and sitting or standing while working over drafting table or desk and moving to different areas of the office environment.

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SIGNATUI	RES:			
Incumbent Approval:	's Signature	Date	Supervisor's Signature	Date
	nt Director/Designee	Date	Human Resources Director	 Date
** Note:	This document will employee's perform	be reviewe mance appr	ed and updated annually at the tile aisal; when this position become are changed significantly.	me of the

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